

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: EXECUTIVE DIRECTOR CHILDREN'S JUSTICE CENTER
CLASS CODE: 1140

FLSA STATUS: EXEMPT

EFFECTIVE DATE: AMENDED 3/25/08 (Revised 3/24/98 version)
DEPARTMENT: CHILDREN'S JUSTICE CENTER

JOB SUMMARY

Supervises, plans, coordinates, and directs the activities of the Children's Justice Center.

CLASS CHARACTERISTICS

This is a department head classification level.

ESSENTIAL FUNCTIONS

Makes staffing decisions within the department including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the department.

Supervises and correlates involvement within the department, with other County departments, volunteer groups, and outside agencies.

Makes maintenance and purchasing decisions for equipment, tools, and supplies within the department.

Prepares the annual program budget and monitors and approves departmental purchase orders and expenditures.

Performs revenue generation activities, writes grant applications, and prepares funding and service contracts.

Establishes and maintains an environment in which cases of child abuse may be handled in the least traumatic environment.

Writes and implements all program policies and procedures under the direction of the Advisory Board and applicable licensing requirements.

Controls and maintains all documents necessary to fulfill legal and regulatory requirements.

Collects program statistics and submits quarterly reports to the County Commission and Advisory Board, and submits grant reports as required.

Serves on task forces, committees, and facilitates communication and networking between involved agencies and the community to provide an ongoing forum for inter-agency problem solving and planning in the area of child abuse.

Provides education to the community as to the scope, nature, intervention and treatment approaches for child abuse.

Conducts public relations at local, State, and national levels.

Plans and conducts Center team meetings.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of a variety of work activities and professional interactions; Knowledge of supervisory techniques; Ability to communicate effectively verbally and in writing; Skill in public

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relations, interpersonal communication and professional presentations; Ability to maintain confidential information; Ability to coordinate groups of adults, children, and teams of professionals in accordance with professional standards; Knowledge of social services systems including protective service programs and procedures; Ability to maintain files, records, and reports; Skill in document composition; Ability to coordinate multiple tasks efficiently; Knowledge of the principles and practices of conflict management and intervention; Skill in fund-raising and grant proposal writing; and Skill in public relations. Knowledge of criminal investigations, processes, and procedures.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; and regularly drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled building; Work exposes incumbent to contagious or infectious diseases; and Work exposes incumbent to possible bodily injury from potentially hostile situations.

EDUCATION AND EXPERIENCE

Equivalent to a Master's Degree including course work in psychology, sociology, and business management; and four (4) years work experience performing administrative and supervisory activities in a clinical setting. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.